



United States Postal Service  
Office of Inspector General  
Attn: Human Resources  
1735 N. Lynn Street, 10<sup>th</sup> Floor  
Arlington, VA 22209-2020

## USPSOIG VACANCY ANNOUNCEMENT #06-74

Grade: Administrative Band FLSA: Non-Exempt  
Salary: \$42,040 - \$60,049 Per Annum  
(Locality Pay Authorized)  
Position: Dallas, TX; Miami, FL; and St. Louis, MO  
Relocation Expenses Will Not Be Paid  
Open: 06/23/06 Close: 07/07/06

### Investigative Assistant

The United States Postal Service Office of Inspector General (OIG) is seeking highly qualified applicants to fill our Investigative Assistant, Office of Investigations. positions located in our Dallas, TX; Miami, FL; and St. Louis, MO offices. The successful candidate will provide administrative and technical support to include general receptionist duties, filing and retrieving materials, handling mail, maintaining supplies and equipment, and scheduling meetings, conferences, and training for the Investigative Team. The OIG mission is to provide reports to the Postal Service Executives, Governors and Congress to help the Postal Service maximize revenues (approximately \$70 billion a year), minimize costs, and prevent and detect fraud, waste, abuse and mismanagement.

#### MINIMUM QUALIFICATIONS

- At least 5 years of general clerical, office experience and high school graduation or equivalent; or up to 2 years of education above the high school level; or a combination of education and experience
- Current employment with the United States Postal Inspection Service or United States Postal Service Office of Inspector General

#### EVALUATION FACTORS

- Demonstrated ability to perform administrative and technical support in an office environment preparing correspondence, reports, maintaining files, and telecommunication activities
- Knowledge and skill in the use of personal computers and software programs to extract, revise, or sort information from files, records or databases for analysis
- Ability to communicate both orally and in writing to establish and maintain effective working relationships

#### ADDITIONAL REQUIREMENTS

- Ability to pass a physical examination, drug screening, and background investigation
- Ability to obtain/maintain a government-issued credit card

#### TO BE CONSIDERED, APPLICANTS MUST SUBMIT

- Any of the following forms: OF-612, SF-171, PS Form 2591, PS Form 991, or a resume
- Latest performance appraisal (within 15 months); must have received at least a contributor or satisfactory level of performance rating; must meet the core and specialized competencies for the position or attach a copy of transcripts or list of college courses designating semester or quarter hours earned to ensure proper credit
- A separate, written narrative that describes specific experience (tasks and accomplishments) for each Evaluation Factor (limited to one page per factor)



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### Investigative Assistant

#### NOTE

- INTERVIEWS FOR THESE POSITIONS WILL BE CONDUCTED WITHIN 3 WEEKS OF THE CLOSING DATE OF THE ANNOUNCEMENT
- OPEN TO CURRENT INSPECTION SERVICE AND OFFICE OF INSPECTOR GENERAL EMPLOYEES
- U.S. CITIZENSHIP REQUIRED
- APPLICATIONS MUST BE SUBMITTED TO THE FOLLOWING E-MAIL ADDRESS: [JOBS@USPSOIG.GOV](mailto:JOBS@USPSOIG.GOV) OR MAILED TO:  
USPS-OIG, Human Resources  
1735 N. Lynn Street, 10<sup>th</sup> Floor,  
Arlington, VA 22209-2020
- MUST BE RECEIVED BY MIDNIGHT (EST) ON THE CLOSING DATE OF THE ANNOUNCEMENT
- APPLICANTS WHO DO NOT ADDRESS EACH OF THE EVALUATION FACTORS WILL NOT BE CONSIDERED

Applicants must meet all eligibility requirements by the closing date of the announcement. All submissions must include vacancy announcement number.

#### BASIS OF RATING

Applicants will be evaluated on the skills they possess that are directly related to the duties of the position and/or the experience, education and training, that indicate the applicant's ability to acquire the particular knowledge and skills needed to perform the duties of the position.

#### REASONABLE ACCOMMODATIONS

This agency provides reasonable accommodations to applicants with disabilities. If you require accommodations for any part of the application and/or hiring process, please call (703) 248-2353. The decision on granting an accommodation request will be made on a case-by-case basis.

#### OIG LOCATIONS BEING CONSIDERED

Dallas, TX; Miami, FL; and St. Louis MO

**\*\*PLEASE SPECIFY THE LOCATION UNDER WHICH YOU WOULD LIKE TO BE CONSIDERED**

#### Why Apply With The Postal Service OIG?

- Flexible Work Schedules!
- Flexible Spending – Pre-Tax dollars for Child and Health Care!
- Locality Pay for Geographical Area Included!
- Pre-tax Dollars for Commuting!
- State of the Art Technology!
- Pay System that Rewards High Performers!
- Thrift Savings Plan with Matching Contributions up to 5%!
- Government-Backed Pension Plan!
- Ongoing Professional Development for every employee through Classroom/Virtual training, Seminars, Conferences and Tuition Reimbursement!
- On the Top 10 Corporations List in the U.S.!
- In the Top 50 Corporations for minorities and women!

Job Line Number:

1-888-OIG-HIRO

1-888-644-4470

DC Relay Service:

202-855-1234 (TTY)

Or Visit our website:

[www.uspsoig.gov](http://www.uspsoig.gov)

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